



The Summit: Center for State Employee Development **Workforce Development Consulting Request Form**

Please complete all sections of this form electronically.

Please complete all sections that apply to your request, and email this form to marlene.poirier@state.vt.us. You can also mail to: Vermont Department of Human Resources-The Summit, 439 Industrial Lane, Berlin, VT 05641. You may also fax it to 802-828-2809. You may contact our staff at The Summit: Center for State Employee Development at (802) 828-2751 for more information. Please save a copy of your completed form for future reference.

Agency/Department: _____

Organization (Division, Board, Other): _____

Contact person/Information at the organization:

Name: _____

E-mail: _____ Phone: _____

Date of request: _____

Basic statement of request:

Type of consultation being requested (if known):

What are the time parameters? (Is a date set? Does a process need to be completed by a certain date? etc.):

Number of people involved in the consultation:

For Office Use Only:

WD Decision:

WD staff/ intake person (staff only):

Notes: